

**SWAFFHAM TOWN COUNCIL**

Minutes of the Full Council meeting held on Wednesday 8<sup>th</sup> February 2006 at 6.45p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mrs P. Buxton, Mr P. Darby, Mr B Emmerson, Mr I Sherwood,  
Mr L. Wise. Mr D Butters (6.48pm) Mrs S Matthews (6.50pm)

Deputy Town Clerk: - Mrs M Meyrick

Assistant Town Clerk: - Mrs R Noble

Public: - 8

**938. APOLOGIES & REASONS FOR ABSENCE.**

938.1. Cllr C Baker (Work Commitments)

938.2. Cllr D Cannon (illness)

938.3. Cllr A Greaves (illness)

938.4. Cllr S Lister (illness)

938.5. P.C. A Partridge

THE MEETING WAS ADJOURNED AT 6.50p.m.

THE MEETING WAS RECONVENED AT 6.51p.m.

**939. DECLARATIONS OF INTEREST – for items included on the Agenda.**

939.1. Cllr J Stockdale declared a personal interest on item 946.9 for work he has carried out.

939.2. Cllr D Butters declared a personal interest on item 945.3 as his son lives on Northwell Pool Road.

**940. MINUTES – WEDNESDAY 11<sup>th</sup> JANUARY 2006**

940.1. The minutes of the Full Town Council Meeting of Wednesday 11<sup>th</sup> January were agreed and signed as a true record by the Chairman.

**941. To receive the MAYOR'S REPORT.**

941.1 The Mayor reported the Assembly Rooms official opening went well and was well attended. He went on to say that the Icen Partnership and everyone who has been involved with the refurbishments have done a really good job, everyone agreed.

**942. DEPUTY TOWN CLERK REPORT:-**

942.1. The Deputy Town Clerk suggested that the Council should consider the report from Cllr Buxton regarding the document 'Standards of Conduct in English Local Government: The Future'. This document is a report of the results and recommendations of the consultation that was carried out. Cllr Buxton has highlighted the main points of the document (See Appendix 2). Cllr. J Stockdale proposed and Cllr. B Emmerson seconded that the report carried out by Cllr Buxton be accepted.

<p><b>It was unanimously agreed that the report prepared by Cllr P Buxton re: Standards of Conduct in English Local Government be accepted by the Council.</b></p>
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942.2. The Deputy Town Clerk reported a Twinning liaison meeting took place on Monday 30<sup>th</sup> January which was attended by 4 Councillors, 4 Twinning members and the Town Clerk. It was decided that the Twinning Association would take the lead in organising the trip to Couhe Verac that will take place from the 30<sup>th</sup> June - 3<sup>rd</sup> July. A circular has been produced by the Twinning Association detailing the weekend. The Town Council have sent this out to all the clubs and societies in the town. There are a total of 30 spaces allocated for this visit. Councillors have got first option on attending as it is a Civic event but Stan Sole needs to be informed either directly or via the Town Hall by the 28<sup>th</sup> February. A discussion took place regarding who should attend to represent the Council.

**It was unanimously agreed that the Mayor and the Town Clerk will attend the Twinning weekend in Couhe Verac 30<sup>th</sup> June – 3<sup>rd</sup> July on behalf of the Council, their travel costs is to come out of the twinning budget.**

942.3. The venue for the Annual Town Assembly was discussed; the Council Chamber or the Assembly Rooms. Cllr. S Matthews proposed and Cllr. P Darby seconded that the Town Assembly should be held in the Assembly Rooms.

**It was agreed with 4 votes for and 3 votes against to hold the Town Assembly in the Assembly Rooms.**

942.4. The Deputy Town Clerk informed the Council that following on from the meeting with Icen partnership which took place on the 18<sup>th</sup> January a meeting has been arranged on the 22<sup>nd</sup> February at 7.30. This will be a meeting for Councillors only.

942.5. The Town Clerk and Deputy Town Clerk have had a discussion with Ray Johnson who is the property manager at Breckland. He is coming to talk with the council about public toilets so a meeting has been arranged for Wednesday 1<sup>st</sup> March, this is for Councillors only.

942.6. It was reported there is more work planned in the Churchyard for this Thursday and Friday. The tree surgeon will be taking down 2 of the trees that are diseased. One on the avenue on the left and one at the rear of Kev's Tackle shop. There will be routine maintenance of the trees carried out in the churchyard week commencing 6<sup>th</sup> March. Over the next couple of weeks the tree surgeon will be carrying out an inspection of the trees at the back of Greenhoe Place which backs onto the recreation ground.

942.7. It was reported that Tenders for the Museum will be opened next Monday. A pre-tender report has been received and it is hoped to engage a contractor within a couple of weeks of receiving these tenders. Negotiations may have to take place with 2 contractors.

942.8. It was reported that there was an article in the press recently regarding disposal of items from the museum. A statement from the Museum detailing their position regarding this was circulated to all Councillors; copies of this have been issued to the press.

**943. PLANNING/DEVELOPMENT CONTROL:**

**943.1. Notification of Decisions/Information from Breckland Council:-**

3AG/2005/0013/AG – Planning Permission Granted - Rutherford Brothers, Little Thorns Farm, Lynn Road – Grain & general farm storage building.	3PL/2005/1581/F – Planning Permission Granted - M B Building Services Norfolk, 86 London Street – Demolition and replacement of three storey dwelling.
3PL/2005/1578/LB – Listed Building Permission Granted - Mr & Mrs R. Chapman, Glaisedale House, 23 Station St – Extension to dwelling.	3PL/2005/1579/F – Planning Permission Granted - Mr & Mrs R. Chapman, Glaisedale House, 23 Station St – Proposed extension.
3PL/2005/1700/F – Planning Permission Refused - Mr & Mrs Allen, 51 Mill Farm Nurseries – Extension	3PL/2005/1705/F – Planning Permission Granted - Dr S. Kaushal, The Paddocks, Cley Road – Extension/Phase II (revision to previously approved scheme 3PL/2005/0113/F)
3PL/2005/1623/0 – Outline Planning Permission Granted - Breckland Council, Land between 44 and 46 Sandringham Way – Erection of two dwellings.	3PL/2005/1818/LB – Listed Building Consent Granted – Swaffham Town Council, Old Town Hall, 4 London Street – Renovation & refurbishment with internal alterations to provide Swaffham Museum.
3PL/2005/1818/F – Planning Consent Granted – Swaffham Town Council, Old Town Hall, 4 London Street – Refurbishment of redundant town hall as Swaffham Museum	3PL/2005/1738/F – Planning permission granted – Dr S Kaushal, The Paddocks, Cley Road – Proposed extension Phase III
3PL/2005/1769/LB – Listed Building consent granted – Dr Skinner & Partners, Manor Farm Medical Centre – Replacement entrance doors.	3PL/2005/1783/F – Planning permission granted - Mr & Mrs Webber, 18 Longfields – To erect concrete sectional garage for domestic use.
3PL/2005/1841/F – Planning permission granted – Ms P.F. Homeyard, 48 Montagu Close – Erection of detached garage.	3PL/2005/1883 – Planning permission granted – Mr A Tennant, 42 Montagu Close - Extension

**943.2. Planning applications:-**

3PL/2006/0043/F – Mr S. Clarke, 27 Whitsands Road – Re-alignment of access drive and wall. <b>NO OBJECTION</b>	3PL/2006/0121/D – Mr K.L. Lewin, Building plot adjacent to 27 St Guthlac Close – Erection of 3 bed detached house with off road parking for two cars. <b>NO OBJECTION</b>
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Cllr J Stockdale requested that it is recorded in the minutes he is against planning application number 3PL/2006/0121/D

943.3. Notification of Tree Preservation Order for:- 'The Coach House', Theatre Street was circulated to all Councillors.

943.4. Notification of Tree Preservation Order for:- 57 Montague Close was circulated to all Councillors.

**944. FINANCE:**

944.1. Accounts for Payments for February 2006.

The list of Accounts for payment was circulated to Councillors. See Appendix 1.

**It was unanimously agreed to accept the accounts as listed**

944.2. A report from Smiths of Derby was circulated to all Councillors relating to necessary work on the Town Clock. The Deputy Town Clerk reported research has been carried out on different companies to give a quote on this work but this is proved to be unfruitful. Because of the age of the mechanism Smiths of Derby are the only clock company in the country that is able to provide new parts and that is becoming more difficult as the years go on. It appears that repairs are the only thing which can be done as parts are becoming so scarce. The quotation for the repairs at the present time is £1225.00

A short discussion took place relating to the cost of the repairs; it was suggested to see if funding is available and to write to the Church Diocese to see if a change of mechanism would be allowed. Following a lengthy discussion relating to the clock, Cllr I Sherwood proposed and Cllr B Emmerson seconded to prevent any further damage being done that the clock is stopped at 12noon on Thursday 9<sup>th</sup> February until research has been carried out into alternate mechanism, grant funding and also to approach the Church Diocese for permission.

**It was unanimously agreed that the clock is stopped at 12noon on Thursday 9<sup>th</sup> February until research has been carried out of the different options either an alternate mechanism or with the same mechanism, to also carrying grant funding possibilities and also to approach the Church Diocese for permission.**

It was reported that there is a problem with pigeons in the clock tower which has been reported by Smiths of Derby during their regular inspection. Pictures of Pigeon debris on the stairs to the Church clock were circulated to Councillors. It was stated that the debris must be cleared before any further work is carried out by Town Council Staff after the clock has been stopped tomorrow. It was also requested that a copy of the maintenance contract of the clock be circulated to Councillors at the next meeting.

**It was agreed that following the switch off of the Town Clock that no members of staff shall enter the tower until the appropriate work is carried out by the Parochial Church on the pigeon debris within the tower, this is a health and safety issue. The Clerk was instructed to bring to the next meeting a copy of the maintenance contract for the clock to the next meeting.**

944.3. A letter requesting a grant from the Myers Playing Field Trust was circulated to all Councillors. It was suggested that the Clerk write to the Trust requesting more information as to what the grant is required for.

**The Clerk was instructed to write to the Myers Playing Field Trust requesting further information as to what the grant is required for.**

944.4. A letter requesting a grant from the Witness Service Norfolk was circulated to all Councillors. As the budget for grant applications has already been used for this year, it was suggested the Clerk write to the Witness Service Norfolk stating the grant allocation for applications has already been made for this year.

**The Clerk was instructed to write to the Witness Service Norfolk stating the grant allocation for applications has already been made for this year.**

**945. JUBILEE HERITAGE PLAN.**

945.1. The minutes/reports from Icen Partnership were circulated to all Councillors for information only.

945.2. The minutes from Mott MacDonald re Town Centre Enhancement were circulated to all Councillors for information only.

945.3. The Stage 2 Report of Swaffham Town Regeneration was circulated to all Councillors. It was suggested to give this document the full attention it deserves a response to be made after the meeting on the 22<sup>nd</sup> February when the Council will discuss the future of the partnership. This will enable the Council to give a more comprehensive response on all the items that are being discussed within this document.

945.4. Timescales for the town centre resurfacing works etc. was circulated to all Councillors for information only.

945.5. Correspondence from Mrs Dorothy Dickens re: Disability Discrimination Act was circulated to Councillors for information only.

945.6. A discussion took place relating to the joint management group committee for the Assembly Rooms and Community Centre. Cllr I Sherwood proposed and Cllr B Emmerson seconded that the Clerk write to the Icen Partnership requesting a meeting now that both buildings are up and running.

**It was unanimously agreed that the Clerk write to the Icen Partnership requesting a meeting now that both buildings are up and running.**

945.7. There was a short discussion relating to the changing of the advertised road orders in front of the Assembly Rooms.

**It was unanimously agreed to agree to the changing of the advertised road orders to allow the occasional market vehicle along South Street in front of the Assembly Rooms on a Saturday.**

945.8. A discussion took place relating to concerns some users of the Assembly Rooms now have. It was suggested that these issues are discussed at the joint management group committee meeting for the Community Centre/Assembly Rooms.

**946. GENERAL CORRESPONDENCE:**

946.1. Correspondence from Mr A. Hobson and reply from Town Clerk relating to the Recreation Ground was circulated to all Councillors for information only.

946.2. Correspondence from Peddars Way & Norfolk Coast Path re: user survey for the trail was circulated to all Councillors for information only.

946.3. Correspondence from Sporle with Palgrave Parish Council re: Bridleway to Sporle was circulated to all Councillors for information only.

946.4. Correspondence from R & V Mann relating to Myers Playing Field was circulated to all Councillors for information only.

946.5. A copy of the NCAPTC Norfolk Link newsletter was circulated to all Councillors for information only.

946.6. Correspondence from the Home-Start Swaffham & District relating to termination of agreement with Norfolk County Council was circulated to all Councillors for information only. The Deputy Town Clerk reported a letter has been received since to say their funding issue has been resolved so the request for support has been withdrawn.

946.7. A short discussion took place regarding to a flyer relating to the EDP Pride in Norfolk 2006 Community Awards which was circulated to all Councillors.

**It was agreed not to enter the EDP Pride in Norfolk 2006.**

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946.8. Information relating to NCAPTC seminar at the George Hotel on the 7<sup>th</sup> March 2006 was circulated to all Councillors. Cllr D Butters and Cllr B Emmerson stated they would like to attend the seminar.

**The Clerk was instructed to inform the NCAPTC that Cllr D Butters and Cllr B Emmerson would be attending the seminar on 7<sup>th</sup> March.**

946.9. Correspondence from Mr D. Ward re: Trees on the Recreation Ground was circulated to all Councillors. The Deputy Town Clerk stated that these trees will be looked at in the next couple of weeks by the Tree Surgeon.

946.10. A request from Fr Michael Johnstone, Churches Together for the use of Campingland for Songs of Praise. There were no objections to use the Campingland for Songs of Praise.

**It was unanimously agreed to allow Churches Together to use the Campingland for a Songs of Praise in June 2006.**

946.11. Correspondence from Mrs Fiona Houston and replies from the Town Clerk were circulated to all Councillors.

946.12. Nomination papers from NCAPTC re: Executive Committee – Breckland vacancy were circulated to all Councillors. A small discussion took place.

**It was agreed as Cllr Matthews is already a member of this committee the Town Council would not need to nominate another member to be a part of the NCAPTC Executive Committee.**

946.13. A short discussion took place relating to Nomination papers from NCAPTC re: Norfolk Clerk of the Year 2006.

**It was unanimously agreed that the Personnel Meeting will meet to discuss and take the necessary action regarding the Norfolk Clerk of the Year 2006 nomination on behalf of the Council.**

946.14. An invitation from NCAPTC re: Larger Councils meeting 22<sup>nd</sup> February was circulated to all Councillors. It was reported the Town Clerk would not be able to attend this meeting as he has another meeting arranged.

946.15. A request from Breckland Christian Fellowship to hold 6 fundraising stalls outside the Oasis Centre starting from Saturday April 8<sup>th</sup> 2006 has been received.

**It was agreed to allow the Breckland Christian Fellowship to hold 6 fundraising stalls providing they inform the Council of the dates they are to be.**

**947. REPORTS BY REPRESENTATIVES OF OUTSIDE BODIES.**

947.1. Cllr P Buxton gave a report on the Health Forum – There appears to be a great deal of general uncertainty about future funding at the moment with organisations awaiting decisions and some, like Home Start, learning that they are losing their funding from social services.

The main speaker was Pam Parsons from the Norfolk eating Disorders Association. They operate on alternate Thursdays in Kings Lynn and offer support to individuals and also to their carers. Contact is made through their helpline, e-mail and text. They are trained counsellors but informal. Sessions are confidential but permission is asked to contact GPs where necessary. Funding at the moment comes from the West Norfolk PCT. They offer an open house and can provide 12 sessions with a further 12 if needed. The information about this service is in the Town Hall. The National EDA is based in Norwich where there is also access to a specialist dietician.

947.2.Cllr P Buxton gave a report on the Rural Transport Partnership – The West Norfolk & Breckland Rural Transport Partnership, which I have been reporting on to you for some years, is merging with the East Norfolk RTP and the new Norfolk rural Transport Partnership will be set up on April 1<sup>st</sup>. It will be hosted by the Norfolk Rural Community Council based in Dereham, which has experience of managing similar projects. Funding is still very unclear but a business plan has been drawn up.

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The final delegated funds have been allocated as I reported last time and the small amount remaining will go to the NRCC for the new Partnership.

### **948. BRECKLAND COUNCIL.**

948.1. Cllr. I Sherwood read out a letter he had received from Marcus Turner, a Trustee for Breckland Park School at Turbine Way, informing the Council he had been invited to look around the school and was thanked for all the help he had given to establish the new school. Year 11 had linked up with the Ecotech Centre to carry out a project on recycling as part of their citizenship course.

948.2. It was reported that the Breckland Council Office in Dereham is now open Saturday mornings.

### **949. NORFOLK COUNTY COUNCIL.**

949.1. Notification of works to be carried out on Cockley Cley Road was circulated to all Councillors for information only..

949.2. A copy of the Removal Bollards management agreement was circulated to all Councillors for information only

949.3. A copy of the Draft of Norfolk Fire Authority's third Safety Plan was circulated to all Councillors. Following a short discussion it was agreed to respond to the consultation. The Deputy Town Clerk requested that Councillors must make their comments by the end of next week as the deadline to respond to the consultation has to be returned by 28<sup>th</sup> Feb 2006.

949.4. Information re: Brandon Rd Toucan & Watton Rd Zebra Crossings was circulated to all Councillors. Following a discussion on the position of the crossing, Cllr P Darby proposed and Cllr I Sherwood seconded for the crossing to be close to the existing opening which links through to Merryweather Road providing a fence or railings are erected to ensure the safety issues relating to the embankment are dealt with.

**Cllr P Darby proposed and Cllr I Sherwood seconded for the crossing to be close to the existing opening which links through to Merryweather Road. The Clerk was instructed to write to Breckland Council stating a fence or railings need to be erected to ensure the safety issues relating to the embankment are dealt with.**

949.5. Information relating to Phase 3 of the Town Centre Enhancement Works was circulated to all councillors for information only.

949.6. Information relating to Swaffham A1065 London Street – Resurfacing Works was circulated to all Councillors for information only.

949.7. Information relating to the A47 resurfacing and improvement works was circulated to all Councillors for information only.

949.8. It was reported that a £2.5m boost to funds for “The Partnership of Older Projects” Partnership consists of Health, Other Local Authorities and Voluntary Organisations to increase the confidence and well being of older people living across Norfolk and to minimise their risk of social isolation: Home Security, Follow up falls service and 24 hour response services etc.

949.9. It was reported Norfolk Youth Offending Team need a cash boost of £760,000 to help prevent children and young people from offending and getting into anti-social behaviour

949.10. Respite home for children with disabilities had a major refurbishment at Kings Lynn. £400,000 job includes sensory room complete with lights, mirrors, bubble tube, music and anti-gravity chair.

949.11. Norfolk Records Office has been given Designation Status by the Museums, Libraries and Archives National Council. It means it is recognised as of outstanding national and international importance.

**950 To notify of the DATES and changes of forthcoming meetings & receive any items to include on the AGENDAS OF THE FOLLOWING MEETINGS:-**

- 950.1. Wednesday 22<sup>nd</sup> February 2006 at 6.30pm Relief In Need (Council Chamber)  
7.30pm Future of Partnerships (Council Chamber)
- 950.2. Wednesday 8<sup>th</sup> March 2006 at 6.45pm Full Council (*in the Council Chamber*)

**951 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public and press:**

951.1. It was reported that discussions have taken place between the Town Clerk, Market Superintendent and Tyrone Roberts relating to the Auction being held outside the Greyhound Public House on Saturdays. This meeting took place because of the new traffic regulation orders in the town centre which were put in place by Norfolk County Council and enforceable by the Police. Further discussions are to take place between the Town Clerk, Tyrone Roberts and Dave Addison the Western Area Traffic Manager.

951.2. It was reported that a Market Trader who has given notice not to trade on Swaffham Saturday Market has outstanding debts and it was suggested to take this to the small claims court. Following a short discussion it was agreed to carry out a credit search as well as small claims court action.

**It was unanimously agreed following a credit search action to be taken through the small claims court to recover the debt from this trader. It was also agreed that a credit search be carried out on all traders that are of cause for concern.**

951.3. It was reported that pension queries are still ongoing with a previous employee. It was recommended that advice be sought from a professional in pension matters. There followed a discussion.

**It was agreed not to seek advice from a pension professional at this stage.**

The meeting closed at 8.32 p.m.

Chairman.....